

## Glossary of Terms Relating to Employment

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The statutes governing the Merit System are in [KRS Chapter 18A](#). The regulations are in [101 KAR Chapters 1-3](#). Terminology from these statutes and regulations are frequently used by human resource administrators and agencies in regards to state employment; therefore, it is important that employees are aware of and understand these terms. This is only an informational document. Employees should refer to the appropriate statute or regulation for more precise information. Questions may also be directed to the agency HR Administrator.

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**AGENCY:** An administrative body created by the Kentucky Constitution or by the legislature or governor under the provisions of law to carry out or perform governmental services required by the constitution or state law. (Example: Commission on Human Rights)

**APPOINTING AUTHORITY:** The agency head or any person who he has authorized by law to designate to act on behalf of the agency with respect to employee appointments, position establishments, payroll documents, register requests, waiver requests, requests for certification, or other position actions. Such designation shall be in writing and signed by both the agency head and his designee. Prior to the exercise of appointing authority, such designation shall be filed with the secretary.

**BASE SALARY OR WAGES:** The compensation to which an employee is entitled under the salary schedules adopted pursuant to the provisions of KRS Chapter 18A.030 and 18A.110. Base salary or wages shall be adjusted as provided under the provisions of KRS Chapters 18A.355 and 48.130.

**BOARD:** The Personnel Board created by KRS Chapter 18A.045.

**CABINET:** The Personnel Cabinet provided for in KRS Chapter 18A.015, unless the context indicates otherwise.

**CAREER EMPLOYEE:** A state employee with (16) or more years of permanent full-time state service, or the part-time employment equivalent of at least (16) years of full-time state service. The service may have been in the classified service, the unclassified service or a combination thereof, but must have been within an agency or agencies falling under KRS Chapter 18A.

**CAREER STATUS/SERVICE:** Employees are entitled to certain rights if/when separated from KRS Chapter 18A positions once they have obtained career status. However, these rights do not apply in all instances of separation, such as retirement. (See Reversion, Reemployment, and Reinstatement definitions.) Career status is attained when an employee completes sixteen (16) or more years of permanent, full-time, KRS Chapter 18A, state service, or the part-time equivalent thereof. Service may have been in the classified service, the unclassified service, or a combination thereof. The determination of career status is based upon the specific positions in which an employee served and therefore qualified service must be determined by the Personnel Cabinet. If you wish to seek determination of your status/service, your agency must submit a request on your behalf to the Personnel Cabinet.

**CAREERS WEBSITE:** The Commonwealth's recruitment website where external applicants can access, search, and apply to competitive job vacancies.

**CERTIFICATION:** The referral of the name of one (1) or more qualified prospective employees by the secretary on request of an appointing officer for consideration in filling a position in the classified service.

**CLASS:** See definition for Job, which has replaced this term.

**CLASSIFIED EMPLOYEE:** An employee appointed to a position in the classified service whose appointment and continued employment are subject to the classified service provisions of KRS Chapter 18A.

**CLASSIFIED POSITION:** A position in the executive branch of state government that is not exempt from the classified service under KRS Chapter 16, KRS Chapter 18A.115, KRS Chapter 156, or any other provision of law.

**CLASSIFIED SERVICE:** Includes all the employment subject to the terms of KRS Chapter 18A except for those positions expressly cited in KRS Chapter 18A.115; a "classified position" is a position in the classified service.

**CLASS SPECIFICATION:** See definition for Job Class Specification, which has replaced this term.

**COMMONWEALTHU:** The online enterprise-wide system to administer, track, and report employee training and development for the Commonwealth.

**DEMOTION:** A change in the rank of an employee from a position in one class to a position in another class having a lower minimum salary range and less discretion or responsibility.

**DESK AUDIT:** A desk audit is a personal interview with an employee and their supervisor or manager to gather more detailed information about the responsibilities assigned to a position. The Personnel Cabinet may conduct a desk audit before making a final job classification decision, or on some occasions, the appointing authority or Personnel Board may ask the Personnel Cabinet to conduct a desk audit. Employees desiring a desk audit must first go through their appointing authority who may request a desk audit.

**DETAIL TO SPECIAL DUTY:** The temporary assignment of an employee to a vacant position other than that to which he is regularly assigned; is limited to no more than one year. Requires the approval of the Secretary of Personnel.

**DISMISSAL:** The involuntary termination of an employee from state government. Unclassified employees and employees serving initial probation may be dismissed without cause. Classified employees with status may be dismissed for cause only. An employee (classified or unclassified) dismissed for cause may appeal to the Personnel Board.

**ELIGIBLE:** Refers to a person who has made a passing score on any examination required under KRS Chapter 18A.010 to 18A.200 and who has qualified to be placed on a register.

**EMPLOYEE:** A person regularly appointed to a position in the state service for which he is compensated on a full-time, part-time, or interim basis.

**EXEMPT POSITION:** A position defined as "EXEMPT" under the Fair Labor Standards Act (FLSA) is not covered by the overtime provisions of this Act. (See [Compensatory Leave and Overtime Pay](#)).

**FEDERALLY FUNDED POSITION:** A full-time or part-time position in which the unclassified employee is eligible for benefits at the same level as a classified employee in a permanent position.

**FEDERALLY FUNDED TIME-LIMITED EMPLOYEE:** An employee in the unclassified service, appointed to a position that is funded one hundred percent (100%) by a federal grant or grants. An employee appointed to a federally funded time-limited position shall be required to meet the minimum requirements for the classification in which he or she is hired and, subject to the provisions of KRS Chapter 18A.113, shall serve at the pleasure of the appointing authority during a period of time that shall not exceed the life of the federal grant that funds the position. A federally funded time-limited employee who has been aggrieved by notice of disciplinary action or termination, other than an action based on expiration of the federal grant funding, may petition the appointing authority of the agency for the opportunity to be heard by the appointing authority or his designee prior to the effective date of the disciplinary action or termination. The decision of the appointing authority shall be final except as provided by KRS Chapter 18A.095(14) and 18A.140. A federally funded time-limited employee shall not have the right of appeal to the Personnel Board except as provided by KRS Chapter 18A.095(14) and 18A.140.

**FULL-TIME EMPLOYEE:** An employee in a full-time position.

**FULL-TIME POSITION:** A position, other than an interim position, requiring an employee to work at least thirty-seven and one-half (37.5) hours in a work week, except for the following:

- a) Position in the state parks, where the work is assigned is dependent upon fluctuations in tourism, may be assigned work hours from twenty-five (25) hours per week during the off seasons and remain in full-time positions; and
- b) Positions in health care facilities, which regularly involve three (3) consecutive days of twelve (12) hour shifts to cover weekends, shall be considered full-time.

**GRADE CHANGE:** The assignment of a different pay grade to a class of positions based upon a change in relation to other classes or to labor market conditions. May be to a higher or lower pay grade.

**GRIEVANCE:** A grievance is a complaint filed by an employee which concerns some aspect of his or her conditions of employment over which the employee's cabinet or agency has control and which has occurred or of which the employee has become aware, through the exercise of due diligence, within thirty (30) days prior to filing.

**HUMAN RESOURCE ADMINISTRATOR:** The agency or department employee(s) responsible for personnel administration.

**HUMAN RESOURCE PORTAL:** The website maintained by the Personnel Cabinet for agency human resource staff.

**INITIAL PROBATION:** The period of service following initial appointment of any position under KRS Chapter 18A.010 to 18A.200 which requires special observation and evaluation of an employee's work and which must be passed successfully before status may be conferred as provided in KRS Chapter 18A.110 and by the provisions of this chapter. If the appointee is granted leave in excess of twenty (20) consecutive work days during this period, initial probation shall be extended for the same length of time as the granted leave to cover such absence. "Initial probation" does not include a probationary period served by a laid-off employee who accepts a bona fide written offer of appointment.

**INTERIM EMPLOYEE:** An unclassified employee without status who has been appointed to an interim position that shall be less than nine (9) months duration.

**INTERIM POSITION:** A position established to address a one-time or recurring need of less than nine (9) months duration and exempt from the classified service under KRS Chapter 18A.115.

**INTERNAL MOBILITY:** Agencies may advertise vacancies that are limited to Internal Mobility candidates. Internal Mobility candidates are current state employees who have merit status under KRS Chapter 18A, and are seeking promotion, transfer, or demotion into another merit position. Internal Mobility candidates are also eligible to apply to competitive vacancies, which are open to all applicants. FFTL, interim, non-merit, and employees on initial probation do not have merit status and therefore are not eligible to be considered for internal mobility vacancies. Part-time employees with merit status may be considered for part-time internal mobility (promotional) vacancies and all competitive vacancies. Part-time employees with merit status may not be considered for full-time internal mobility (promotional) vacancies.

**JOB:** (Replaced Class) A group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training, experience or skill, and such other characteristics that the same title, the same tests of fitness, and the same schedule of compensation have been or may be applied to each position in the group.

**JOB CLASS SPECIFICATION:** (Replaced Class Specification) The standard developed by the Personnel Cabinet that states the job title, title code, selection method, information, salary information, characteristics of the job, minimum requirements, examples of duties and responsibilities, date established, and last revision.

**KAR:** The Kentucky Administrative Regulations that regulate agency implementation of programs within limits set by statutes.

**KHRIS (KENTUCKY HUMAN RESOURCE INFORMATION SYSTEM):** The Commonwealth's human resource system that combines all organizational, personnel, payroll/time, benefits information into one place.

**KHRIS EMPLOYEE SELF-SERVICE (ESS):** The online access point to the main KHRIS system, where employees can view their personal information and perform some updates on their own.

**KHRIS MANAGER SELF-SERVICE (MSS):** The online access point to the main KHRIS system, where managers/supervisors can view job related information on their direct report employees, including leave balances and emergency contact information.

**KHRIS PORTAL:** The online access point to the main KHRIS system, where certain human resource processes can be performed by agency human resource staff and employees. Contains Employee Self-Service (ESS), Manager Self-Service (MSS), the Kentucky Employee Suggestion System (KESS) as well as other tools for human resource staff.

**KRS Chapter 18A:** The Kentucky Revised Statutes dealing with state personnel and the merit system.

**MyPURPOSE:** The Commonwealth's talent management suite which includes recruitment, learning, performance, onboarding, and more.

**NON-EXEMPT POSITION** (and employee occupying): An employee in a position defined as "NON-EXEMPT" under the Fair Labor Standards Act (FLSA) is entitled to receive time and a half for each hour

worked over forty hours in a workweek. The employee has the option of being paid for the extra hours or may choose to receive compensatory time. This option may only be changed every three (3) months.

**PAN (Personnel Action Notification):** This document is the result of an action submitted by the agency and reviewed/approved by the Personnel Cabinet. It notifies an employee of a change affecting his/her status, pay, position, classification or other condition of employment. It is placed in the employee's permanent employment file in the Personnel Cabinet. Copies are returned to the agency, where agency records are kept, and a copy is given to the employee for their records.

**PART-TIME EMPLOYEE:** An employee in a part-time position.

**PART-TIME POSITION:** A position, other than an interim position, requiring an employee to work less than one hundred (100) hours per month.

**PD (POSITION DESCRIPTION):** The official document that describes the tasks and responsibilities assigned to a specific position. This document is used in determining the job classification a position is assigned.

**PENALIZATION:** Includes, but is not limited to, demotion, dismissal, suspension, fines and other disciplinary actions, involuntary transfers; salary adjustments; any action that increases or diminishes the level, rank, discretion, or responsibility of an employee without proper cause or authority, including a reclassification or reallocation to a lower grade or rate of pay; and the abridgement or denial of other rights granted to state employees.

**PERSONNEL BOARD:** The agency created by law to conduct hearings on appeals filed by employees who allege that they have been penalized by their employer (agency) in a manner that violates KRS Chapter 18A and the personnel administrative regulations. The Personnel Board also writes regulations governing how employees may be promoted, transferred, demoted, or disciplined.

**PERSONNEL CABINET:** The central agency created by law to administer and implement the state merit system and provide guidance to all other agencies on acceptable human resource practices. This agency is also responsible for administering the statewide classification plan, compensation plan, payroll and personnel processing, employment opportunities, health insurance, life insurance, and many other employee benefit programs.

**POSITION:** An office or employment in an agency (whether full-time, part-time, interim, occupied or vacant) involving duties requiring the services of one (1) person.

**PROBATION PERIOD:** See Initial Probation

**PROMOTION:** A change of rank of an employee from a position in one class to a position in another class having a higher minimum salary or carrying a greater scope of discretion or responsibility.

**PROMOTIONAL PROBATION:** The period of service (consistent with the length of the initial probationary period) following the promotion of an employee with status which must be successfully completed in order for the employee to retain the position to which he/she has been promoted. If the employee is granted leave of more than twenty (20) consecutive workdays during this period, the promotional probation shall be extended for the same length of time as the granted leave to cover such absence.

**QUALIFYING:** The selection method type which results when the knowledge, skills, and abilities necessary for a job class specification cannot be accurately measured by written examination.

**REALLOCATION:** The correction of the classification of an existing position by placement of the position into the classification that is appropriate for the duties the employee has been and shall continue to perform.

**RECLASSIFICATION:** The change in the classification of a position that occurs when a material and permanent change in the duties or responsibilities of that position has been assigned in writing by the appointing authority.

**REEMPLOYMENT:** The rehiring of an employee with status who has been laid-off.

**REEMPLOYMENT REGISTER:** The separate list of names of persons who have been separated from state service by reason of layoff. Re-employment registers shall be used as provided by the provisions of KRS Chapter 18A.110, 18A.130, and 18A.135.

**REGISTER:** Any official list of eligibles for a particular class and, except as provided in KRS Chapter 18A, placed in rank order according to the examination scores maintained for use in making original appointments or promotions to positions in the classified service.

**REINSTATEMENT:** The privilege of restoration of an employee who has resigned in good standing at the option of the appointing authority, or who has been ordered reinstated by the Personnel Board or a court to a position in his/her former class, or to a position of like status and pay.

**RETIREMENT CERTIFICATES:** Upon retirement, state employees will receive a retirement certificate and letter from the governor. These certificates are issued through the Personnel Cabinet.

**REVERSION:** Either the returning of a status employee to his or her last position held in the classified service, if vacant, or the returning of a status employee to a vacant position in the same or similar job classification as his or her last position held in the classified service. Reversion occurs after a career employee is terminated other than for cause from the unclassified service or after a status employee fails to successfully complete promotional probation. Reversion after unsuccessful completion of promotional probation, or in the case of a career employee after termination from the unclassified service, may only be appealed to the Personnel Board under KRS Chapter 18A.095(12).

**SECRETARY:** The secretary of the Personnel Cabinet as provided for in KRS Chapter 18A.015.

**SENIORITY:** The total number of months of state service.

**SERVICE CERTIFICATES:** State employees will receive service certificates in honor of the dedicated completion of five (5), ten (10), twenty (20), thirty (30) and forty (40) years of service from the Personnel Cabinet. While an employee is a KRS 18A employee at the time months of service are calculated, prior service may have been in other state positions that are not governed by KRS 18A. For example, other non-18A positions include positions at LRC and AOC. These service certificates only serve to recognize an employee's dedicated service to the Commonwealth service and do not provide any legal status or entitlement within the merit system

**STATE EMPLOYEE AND BENEFITS PORTAL:** The website administered by the Personnel Cabinet for state employees and benefit recipients.

**STATUS:** The acquisition of tenure with all rights and privileges granted by the provisions of KRS Chapter 18A after satisfactory completion of the initial probationary period by an employee in the classified service.

**TRANSFER:** A movement of any employee from one position to another of the same grade having the same salary ranges, the same level of responsibility within the classified service, and the same salary received immediately prior to transfer.

**UNCLASSIFIED EMPLOYEE:** An employee serving in an unclassified ("non-merit") position.

**UNCLASSIFIED POSITION:** A position in the unclassified service.

**WORKING TITLE:** All positions have a job class title which serves as the official title for a job and its position within an agency. Some unclassified positions also have titles that better explain what the job entails. These are called working titles.

***LEGAL REFERENCES:***

[KRS Chapter 18A.005](#)

[KRS Chapter 16](#)

[KRS Chapter 156](#)

